



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE  
SPECIFIC SCHEDULE NO. 301-208  
Agriculture and Consumer Services, Dept. of  
Consumer Protection, Division of  
Charitable and Regulatory Programs

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY *Sandra J. Hall*  
AGENCY RECORDS OFFICER *Betty M. Howden*

STATE APPROVAL

STATE ARCHIVIST *Sandra G. Treulway*  
COMPTROLLER OR DEPUTY \_\_\_\_\_

EFFECTIVE SCHEDULE DATE: JAN 21 2015

POLICIES FOR RECORDS RETENTION AND DISPOSITION

- 1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
- 2. This schedule supersedes previously approved applicable schedules.
- 3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
- 5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- 6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

- 7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
- 8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
- 10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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Agriculture and Consumer Services, Dept. of  
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EFFECTIVE SCHEDULE DATE: 1/21/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Bond Files</u>  This series documents the agreement between the issuing bank or bonding company, and the Virginia Department of Agriculture and Consumer Services relating to the surety protection of consumers. This series may include but is not limited to: bonds and letters of credit.	200299	5 Years after expiration	Confidential Destruction
<u>Case Files</u>  This series documents the receipt of consumer complaints, their investigation, and actions taken. This series may include, but is not limited to: complaints, interviews, and supporting documentation	200302	3 Years after closed	Confidential Destruction
<u>Charitable Solicitation Files</u>  This series documents the obligations and activities of charitable and civic organizations, the Professional Fund-raising Counsel, and professional solicitors under the Virginia Solicitation of Contributions Law. This series may include, but is not limited to: registration statements, finance reports, professional solicitor campaign materials, registration fee receipts, fund raising contracts, investigations, and correspondence. COV 57-53, 61; COV 57-53	100145	3 Years after end of state fiscal year	Confidential Destruction
<u>Credit Services Business Program Files</u>  This series documents the regulation of credit services businesses including annual registration, deficiencies, law enforcement, and settlements. This series may include, but is not limited to: applications, correspondence, and supporting documentation.	200303	3 Years after end of state fiscal year	Confidential Destruction
<u>Extended Service Contract Program Files</u>  This series documents the regulation of extended-use service contracts including annual registration, deficiencies, law enforcement, and settlements. This series may include, but is not limited to: applications, correspondence, and supporting documentation.	200304	3 Years after end of state fiscal year	Confidential Destruction

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## SPECIFIC SCHEDULE NO. 301-208

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 EFFECTIVE SCHEDULE DATE: 1/21/2015
 

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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Health Club Files</u>  This series documents the annual registration, deficiencies, settlements, and complaints concerning health clubs. This series may include, but not limited to: applications, correspondence, and supporting documentation.	200300	3 Years after end of state fiscal year	Confidential Destruction
<u>Licensing Files: Charitable Organizations, Suppliers, and Manufacturers</u>  This series documents the license applications of charitable organizations, gaming suppliers, and manufacturers, and the agency's actions in response. This series may include, but is not limited to: applications, correspondence, and supporting documentation.	000552	3 Years after last action	Confidential Destruction
<u>Membership Campground Program Files</u>  This series documents the regulation of membership campground contracts including annual registration, deficiencies, law enforcement, and settlements. This series may include, but is not limited to: applications, correspondence, and support documentation.	200305	3 Years after end of state fiscal year	Confidential Destruction
<u>Reports: Audit, Financial, Incident, Inspection, and Investigation</u>  This series documents the routine inspection, audit, and investigation of licensees and incidents, and includes the submission of financial reports by licensees. This series may include, but is not limited to: audit, financial, incident, inspection, and investigation reports; findings, exhibits, recommendations, and correspondence.	200301	3 Years after last action	Confidential Destruction
<u>Travel Clubs Program Files</u>  This series documents the regulation of travel club services including annual registration, deficiencies, law enforcement, and settlements. This series may include, but is not limited to: applications, correspondence, and supporting documentation.	200306	3 Years after end of state fiscal year	Confidential Destruction